



Natural Resources Conservation Service
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*Helping People
Help the Land*

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Transmitted via Email

December 18, 2006

MINNESOTA BULLETIN NO. 360-7-8

SUBJECT: PER – FERS BENEFITS TRAINING

Purpose. To provide information on FERS training.

Expiration Date. September 30, 2007

NRCS has contracted with the Federal Executive Board to have Tom Haley, Benefits Trainer provide FERS training to NRCS employees presently under this retirement system. Any questions concerning the training, contact Gloria Larson, (651) 602 -7875, [email:gloria.larson@mn.usda.gov](mailto:gloria.larson@mn.usda.gov).

Upon supervisor/ASTC/PSOS approval to attend; to include travel, employees interested in attending are to contact the area representative listed below. State office staff should contact the area reservation coordinator for the location for which they are closest to attend. Spouses are invited to come if space is available. **Sign-up is on a first-come, first-served basis. Space is limited to 60 people.** ASTCs/PSOS will provide an approved consolidate list of their attendees by name, location for training, and if approved for travel compensation the estimated cost for final approval by the STC. This information maybe sent to the State Office by email in lieu of forms MN-PER-025s (Special Training Request) and MN-FNM-001 (Travel Authorization) to Charles Montgomery, charles.montgomery@mn.usda.gov or Laurie Otte, laurie.otte@mn.usda.gov no later than close of business Jan 14, 2007.

The following provides the location and dates of the training. Training will begin at 8:00 a.m. and end at 3:30 p.m. Employees may be eligible for travel compensation which will require supervisor approval. If you are unable to attend the training in your area, you may attend at a different site provided there is available room, but **ONLY** with supervisor approval.

<u>LOCATION</u>	<u>DATE</u>	<u>RESERVATION COORDINATOR</u>
Shooting Star, Mahnomen	1-25-07	Linda Fellman
Holiday Inn, Alexandria	1-24-07	Terri Hodgins
Stearns County Historical Museum	1-26-07	Robin Stevenson
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Pizza Ranch, Redwood Falls	1-23-07	Sandra Jerzek
Owatonna Fairgrounds	1-22-07	Judy Lambert

Information packets will be provided to each participant on-site. Attendance questions should be directed to your respective supervisor/ASTC(FO) or PSOS.

NRCS encourages attendance and participation by employees in career-related activities, professional organizations and training conference or courses that enhance career development and professionalism. However, unless specifically authorized by the STC, NRCS does not require employees to attend. Time spent traveling to and from outside organization meeting is not considered hours of work for overtime, travel or other compensatory time or accrual of credit leave.

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WILLIAM HUNT
State Conservationist

DIST: AE